

## **ADMINISTRATOR REPORT**

December 28, 2015

**TO:** Board of Supervisors  
**FROM:** Frank J. Rogers, County Administrator  
**RE:** January 5, 2016 Board of Supervisors Meeting

**Tuesday January 19<sup>th</sup> – 6:00 PM**

**Joint Dinner with Towns of Altavista and Town of Brookneal – Colonial Restaurant**

**Friday, January 29<sup>th</sup> – 2 PM – Sheriff's Awards Ceremony (Boardroom)**

**2:30 PM** Administration / Humans Services Committee - [Agenda](#)  
Board Multi-Use Room (Puckett / Zehr)

**4:00 PM** Call to Order by Administrator Rogers and Pledge of Allegiance  
Invocation by Supervisor Gunter

### **1. ORGANIZATIONAL MEETING**

- a. [SELECT CHAIRMAN](#)**
  - i. Call for nominations for Chairman
  - ii. Nominate Chairman
  - iii. Motion to Close Nominations and affirm Chairman
- b. New Chairman Assumes Chair**
  - i. Call for Nominations for Vice-Chairman
  - ii. Nominate Vice-Chairman
  - iii. Motion to close nominations and affirm Vice-Chairman
- c. ESTABLISH TIME AND PLACE OF MEETINGS**
- d. COMMITTEE ASSIGNMENTS**

**RECOMMENDATION:** Staff recommends the Board conduct its organizational meeting at the January 5, 2016 meeting to select the Chairman, Vice-Chairman, the time, and place of meetings for 2016, and committee assignments.

### **2. APPEARANCES**

- a. [AUDITED FINANCIAL REPORT FOR FY2015](#) (10 minutes)**

Mr. Matt McLearen of Robinson, Farmer, Cox Associates will make a presentation relating to the annual audited Financial Reports for this past fiscal year. The Supervisors are asked to bring their printed copies to this meeting.

**RECOMMENDATION: Matt McLearen of Robinson, Farmer, Cox Associates requests the opportunity to make a presentation to the Board relating to the FY 2015 Audited Financial Reports.**

**b. CAMPBELL COUNTY SCHOOLS CIP PRESENTATION (15 minutes)**

In January of 2015, the Board of Supervisors voted to maintain the current structural model for secondary schools. Following that decision, the School Division revisited the Capital Improvement Plan (CIP) with a focus on repairs and renovations to the existing facilities. At their September 14<sup>th</sup> meeting, the Campbell County School Board voted to approve the Campbell County Public Schools [CIP Project Planning Summary \(attached\)](#) and Dr. Bobby Johnson, Superintendent, would like to present the school CIP to the Board.

**RECOMMENDATION: Staff recommends the Board receive the Superintendent's presentation and provide staff with direction as to how the Board wishes to proceed.**

**c. UPDATE ON THE HISTORIC COURT HOUSE (5 minutes)**

Mr. Robert Merryman and Mrs. Nina Thomas of the Historical Society would like to present to the Board a power point presentation of the renovation progress of the Historic Courthouse interior and make the Board aware of issues of concern pertaining to the condition of the exterior of the building.

**RECOMMENDATION: No action required.**

**d. CONSIDERATION OF RESOLUTION IN DEFENSE OF MARRIAGE (5 Minutes)**

Kevin Novak presented the [attached resolution](#) to the Board for their consideration at their December meeting. He requested it be considered and voted on at the January 5<sup>th</sup> meeting. Mr. Novak will be present at this meeting to answer any questions.

**RECOMMENDATION: Advise staff as to the pleasure of the Board.**

**e. ELECTION FOLLOW-UP (no attachments)**

Karen Danos and members of the Electoral Board will be present for a follow-up of the County's general election held in November 2015.

**RECOMMENDATION: No action required.**

**3. ADMINISTRATOR'S ITEMS**

Mike Daly, Youth-Adult Community Services Director

**a. CPMT APPOINTMENT (3 minutes)**

The Campbell County Community Policy Management Team (CPMT) currently has a vacancy for a Health Department representative due to the retirement of Patricia Read. The CPMT has

nominated Ruby Jones to serve on the CPMT. Ms. Jones is a nurse with the Health Department where she has worked for 35 years. She holds a Bachelor's degree in Nursing and resides at 190 Irvington Springs Rd., Lynchburg VA 24503.

**RECOMMENDATION: Staff recommends that the Board appoint Ruby Jones to serve as the Health Department representative on the Campbell County Community Policy Management Team (CPMT) effective January 27, 2015.**

Mike Davidson, Economic Development Director

**b. [INDUSTRIAL INCENTIVES, CHILI'S](#) (3 minutes)**

On December 2, 2014, the Board of Supervisors approved by consensus in closed session offering local incentive funding, based on the County's Incentive Policy, to Chili's (Chesapeake Restaurant Group) for \$105,300.

This project qualifies for \$30,000 of stimulus grant incentives based upon the capital investment and \$75,300 in infrastructure assistance based upon the net new sales tax revenue the project will generate for Campbell County from annual sales tax revenue. (Appropriation of funds attached.)

**RECOMMENDATION: Staff recommends the Board of Supervisors approve in open session the incentives for Chesapeake Restaurant Group, approve the attached appropriation of funds, and authorize the County Administrator to sign all documents necessary to complete the transaction.**

Tracy M. Fairchild, Public Safety Director

**c. [EMERGENCY OPERATIONS PLAN \(EOP\) REVISION](#) (5 Minutes)**

The State requires each locality to revise, update, and formally adopt their Emergency Operations Plan (EOP) every four years. The Department of Public Safety is responsible for the maintenance and accuracy of the County's All Hazards Emergency Operations Plan in accordance to State guidance. The Virginia Department of Emergency Management has reviewed our revisions and found the [attached electronic document](#) to be compliant with all State requirements. ([Draft resolution attached.](#))

**RECOMMENDATION: Staff recommends the Board adopt the County's revised Emergency Operations Plan and authorizes staff to update as necessary for State compliance and accuracy and adopt the attached draft resolution.**

**d. [PUBLIC SAFETY COMMITTEE VOLUNTEER FIRE AND RESCUE REPRESENTATIVES](#) (3 Minutes)**

In the development of the Public Safety Strategic Plan, the Public Safety Committee (PSC) membership was updated to align with the new Department of Public Safety organizational structure. Members of the PSC under the Board approved reorganization include county law enforcement leaders, the Director of Public Safety, a volunteer fire liaison, a volunteer rescue liaison, the County Administrator, and two (2) Board of Supervisor members. The confirmation of the Fire and Rescue Liaisons are required by the Board of Supervisors.

Bruce Stratton, Rescue Captain for Concord Volunteer Rescue Squad and Jerry Womack, Assistant Chief of the Brookville-Timberlake Volunteer Fire Department have served in these roles for two terms (2 Years each), which is the maximum allowed consecutively. At the recommendation of the EMSAC and FAC, Roger Vassar, former Rescue Captain for Citizens Rescue Squad, and Bill Bigham, former Fire Commissioner, have been selected to serve as Volunteer Rescue and Fire Liaisons for the Public Safety Committee.

**RECOMMENDATION: Staff recommends the Board appoint the above Liaisons to the PSC.**

e. [CITIZEN REPRESENTATION ON THE PUBLIC SAFETY EMSAC AND FAC](#) (3 minutes)

The EMS Advisory Committee (EMSAC) and Fire Advisory Committee (FAC) were created and recently updated by the Board of Supervisors in accordance to the strategic plan. The Strategic Plan and Public Safety reorganization allowed for citizen representation, which provides another perspective of emergency service delivery.

The criteria used to select the citizens included volunteer rescue and fire input plus diversity of geographic residence of the new members. The following citizens have been selected and have accepted consideration to the EMSAC and FAC:

EMSAC

Karen Maddox  
Larry Barbour

FAC

Celia Hudnall  
Don Baker

**RECOMMENDATION: Public Safety suggests appointment by the County Administrator of the above citizens to the EMSAC and FAC committee for a term of two (2) years.**

Paul E. Harvey, Community Development Director

f. [APPOINTMENT OF BUILDING OFFICIAL](#) (3 minutes)

The County Code establishes the position of Building Official and provides that the County Administrator with the approval of the Board of Supervisors shall appoint the individual. The position is available for appointment due to the retirement of Joseph Heddings on January 1, 2016 after 12 years of service in that role.

Staff is recommending the appointment of Gary McIver, who has over twenty years of experience in local government as an inspector and Building Official and more than a decade of experience in private-sector construction.

**RECOMMENDATION: Consider a motion to approve the appointment of Gary McIver as Building Official effective January 1, 2016.**

Clif Tweedy, Deputy County Administrator

g. HIGHWAY MATTERS (10 minutes)

I. STATUS OF OUTSTANDING HIGHWAY MATTERS: [See attached report.](#)

ii. HIGHWAY MATTERS ACTION ITEMS: None

iii. A few minutes will be scheduled each month for Supervisors to voice any questions or concerns regarding highway matters. Requests will be forwarded to VDOT as appropriate.

**RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.**

Frank J. Rogers, County Administrator

**h. FY 2017 ANNUAL PRIORITY INITIATIVES (5 minutes)**

The County's Priority Initiatives System (PIPT) serves to identify and track key initiatives, programs, and services that the County organization is engaged in. The system serves as an instrument to provide sound long term planning and accountability and ensures that staff efforts align with the priorities of the Board of Supervisors.

Attached is the draft FY 2017 Priority Initiatives; the Board is encouraged to review each of the initiatives identified, but in particular to items identified as "New." Once approved, this list of priorities will provide the Board's direction to staff as to how best direct financial and personnel resources in the coming budget. The Budget Committee will present a budget based upon the priorities adopted by the Board.

**RECOMMENDATION: Following review staff is requesting the Board provide any initial input on the draft FY 2017 Priority Initiatives. Staff will schedule agenda time for the Board's regular February 2<sup>nd</sup> meeting to address any outstanding items and recommend adoption of the final list with any amendments the Board determines are appropriate.**

**i. CAMPBELL COUNTY TRAINING SCHOOL – ROSENWALD REQUEST (5 minutes)**

The Board will recall that on May 5, 2015 and again on September 1, 2015 representatives of the Rosenwald Committee appeared before the Board of Supervisors to discuss their interest in the County owned properties located on Village Highway, across from Long Mountain Grocery. The property is County owned and includes 8.95 acres with five structures and a well.

At the September 1<sup>st</sup> meeting of the Board, the Committee asked the County to transfer the property in question to the Rosenwald Committee. All of the structures, which currently are used for County storage and the full 8.95 acres are requested. In accordance with Virginia Code 15.2-1800, a public hearing is required prior to any action to transfer the property. Staff has identified options to meet the storage needs should the property be transferred. Specifically, equipment would be housed at the County landfill facility and within structures at Timbrook Park. The park structures will require some repair/renovation but funds are available with the Timbrook Park development CIP to meet this need.

**RECOMMENDATION: Staff recommends the Board authorize a public hearing in accordance with Virginia Code Section 15.2-1800 to consider the donation of the properties known as the Campbell County Technical Schools to the Rosenwald Committee.**

**4. CONSENT AGENDA**

**a. APPROPRIATIONS**

Attached is an appropriation listing for the Board's consideration.

**b. COUNTY ATTORNEY INVOICE**

Attached for your approval is an invoice of \$9,500.10 from the County Attorney for services rendered in the month of December 2015.

**c. MOTOR REPLACEMENT FOR EMS VEHICLE**

The first career ambulance, a 2012 Ford F-450 Osage, was placed into service on March 4, 2013. Recently the ambulance had mechanical problems while enroute to an emergency leaving staff stranded and unable to answer the call. After diagnostic testing it was determined the engine must be replaced at an estimated cost of \$16,591.78 including labor costs. The motor would come directly from Ford with a 2 year unlimited mile warranty. The ambulance is averaging 4500 miles a month. Replacing the engine would allow for us to extend the length of time this ambulance can remain in service.

**RECOMMENDATIONS: Staff recommends the Board:**

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$9,500.10; and**
- c. Staff recommends that the Board of Supervisors approve the engine replacement in the amount of \$16,591.78 and the necessary transfer of funds request attached here for the EMS Apparatus/Facility Replacement Program.**

**5. APPOINTMENTS**

A [list of appointments is attached](#) for your consideration.

**6. MATTERS FROM THE BOARD**

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

**7. CLOSED MEETING**

Staff is requesting the Campbell County Board of Supervisors enter into a closed meeting in accordance with [Section 2.2-3711 \(A\) \(5\) of the Code of Virginia](#) to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in Campbell County.

5:30 P.M.

## 8. PUBLIC HEARINGS

Sandra M. Shackelford, County Planner

The following [Public Hearings were advertised for](#):

a. [REZONING REQUEST TO REZONE PROPERTY AT 1196 WATERLICK ROAD FROM AGRICULTURAL TO RESIDENTIAL-SINGLE FAMILY FOR USE AS A SINGLE-FAMILY SUBDIVISION](#)

Rezoning Request # PL-15-37 is from Jamey White of White Engineering & Design to rezone 74.56 ± acres from Agricultural to Residential – Single Family for use as a single-family subdivision. The property is located at 1196 Waterlick Road and in the Sunburst Election District.

The applicant would like to rezone this parcel to Residential – Single Family for use as a single-family subdivision. The applicant initially proposed a maximum of 108 parcels on this property, but after getting a better idea of the soil quality has reduced that number to 96. The Project Evaluation Committee met on October 13<sup>th</sup> to review the request. Major concerns addressed included allowing a second emergency access point into the subdivision from the adjacent property owned by the Moose Lodge, and the potential traffic impacts.

The property is accessed from Waterlick Road (Route 622 – avg. daily traffic 11,000 vehicles). The applicants had a traffic impact analysis completed for the project. The initial analysis based on 108 parcels estimated that the development will generate 1,127 new vehicle trips per day. At this time, VDOT has stated that a left turn lane will be warranted, but that a right turn lane may not be needed. The applicant will need to work with VDOT to determine if the reduction in parcels will eliminate the need for the left turn lane.

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice.**

b. [REQUEST FOR A SPECIAL USE PERMIT TO CONSTRUCT AND OPERATE A DOLLAR GENERAL ON PROPERTY AT THE CORNER OF MARYSVILLE AND WARDS ROADS](#)

Rezoning Request # PL-14-41 from Aaron Dickenson, agent for Tanya Price, for a special use permit to construct and operate a Dollar General on property zoned Business – Limited Commercial. The property at the northeast corner of intersection between Marysville and Wards Road contains 1.61 ± acres and is in the Spring Hill Election District.

The applicants would like to construct a 9,100 square foot Dollar General store on this property. Because the property is zoned Business – Limited Commercial, this use requires a special use permit. The Project Evaluation Committee met on October 13<sup>th</sup> to review this request. The major concern brought up at the meeting was that in order to meet the site distance requirements, the entrance onto the property would need to be moved to the rear of the property. The applicants revised their original layout to accommodate that requirement.



The Planning Commission recommends the applicant develops the property in substantial conformance to the site plan presented with this request and that a privacy fence and a vegetative buffer will be installed along the north and east property lines.

**RECOMMENDATION: The Planning Commission recommended approval of this request by a vote of 7-0 citing good zoning practice.**

c. [REQUEST FOR A SPECIAL USE PERMIT TO HOST SPECIAL EVENTS ON PROPERTY AT 2681 SWINGING BRIDGE ROAD, BROOKNEAL, VIRGINIA](#)

Rezoning # PL-15-43 from Hope Wright for a special use permit to host special events including weddings and receptions on her property currently zoned Agricultural. The property containing 31 ± is located at 2681 Swinging Bridge Road, Brookneal, VA and is in the Brookneal Election District

The applicant is planning to only provide the venue for events. She has coordinated with other vendors to provide the other needed services for the events. Staff recommends the applicant conducts business in conformance with the uses described in the narrative submitted with the request.

**RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice.**

Kristin B. Wright, Staff Attorney

d. [REQUEST FROM SHENTEL TO EXTEND FRANCHISE FOR CATV SYSTEM](#) (10 Minutes)

Shentel has been the County’s cable television provider since 2010, when they took over for Jet Broadband. Staff is not aware of any other provider desiring to enter into a franchise at this time. The franchise agreement, incorporating our cable television ordinance found in Chapter 20 of our Code, expired on December 31, 2015. Shentel is proposing to renew the franchise ([proposed agreement attached](#)) and requesting a fifteen-year renewal, to expire December 31, 2031 as per State code. This agreement would extend the agreement under the same terms as currently exist which incorporate all provisions of our ordinance.

Earlier this year, when this extension was first proposed, the Board indicated there were items outstanding under the terms of the existing franchise agreement. The County and Shentel agreed to wait until they were addressed to extend the franchise.

County legal staff recommends a public hearing on this matter because minor provisions of the County’s cable ordinance at Chapter 20 will need to be updated to reflect the new dates ([see attached advertisement](#)), and because it is a matter of potential public interest.

**RECOMMENDATION: Staff recommends the Board conduct a public hearing on the extension of Shentel’s cable television franchise and then authorize the County Administrator to execute the necessary documents to extend the franchise for fifteen years.**

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## **9. AGENCY MINUTES AND REPORTS**

- |    |  |                  |
|----|--|------------------|
| a. | <a href="#"><u>Brookneal Campbell County Airport Authority</u></a>           | October 28, 2015 |
| b. | <a href="#"><u>Public Works/Community Economic Development Committee</u></a> | November 5, 2015 |
| c. | <a href="#"><u>Robert E Lee Soil and Water Conservation District</u></a>     | October 22, 2015 |
| d. | <a href="#"><u>School Board</u></a>  | November 9, 2015 |

## **10. INFORMATIONAL ITEMS**

- |    |   |                   |
|----|---|-------------------|
| a. | <a href="#"><u>Auditor of Public Accounts – Commonwealth of Virginia</u></a>  | December 11, 2015 |
| b. | <a href="#"><u>Budget Letter to Department Heads</u></a>                      | December 07, 2015 |
| c. | <a href="#"><u>Comcast – Price Adjustments</u></a>                            | November 13, 2015 |
| d. | <a href="#"><u>Georgia Pacific – Public Notice – Environmental Permit</u></a> | December 9, 2015  |
| e. | <a href="#"><u>Report – Expenditure/Revenue Summary</u></a>                   | December 15, 2015 |
| f. | <a href="#"><u>Report – Treasurer</u></a>                                     | November 2015     |
| g. | <a href="#"><u>Report – Unassigned Cash Fund</u></a>                          | November 2015     |
| h. | <a href="#"><u>Report – Unassigned Fund Balance</u></a>                       | November 2015     |
| i. | <a href="#"><u>Shentel – Price and Lineup Changes Starting January 1</u></a>  | November 25, 2015 |

## **BOARD OF SUPERVISORS MEETING SCHEDULE**

Revised 12/22/15

Items marked with an asterisk (\*) are changed from the previously published schedule  
Underlined items are special meetings

### **Tuesday, January 5<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Puckett, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, (1) rezoning, (2) special use permit

Tuesday, January 19<sup>th</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday January 19<sup>th</sup> – 6:00 PM**

**Joint Dinner with Towns of Altavista and Town of Brookneal – Colonial Restaurant**

### **Friday, January 29<sup>th</sup> – 2 PM – Sheriff's Awards Ceremony (Board room)**

### **Tuesday, February 2<sup>nd</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (To be determined)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

Tuesday, February 9<sup>th</sup> –

- 5 PM – EMSAC – Public Safety Conference Room (To be determined)
- 6:30 PM – FAC

Tuesday, February 16<sup>th</sup> – 4 PM – No Board workshop currently scheduled

Tuesday, February 23<sup>rd</sup> – 7 PM – Joint Committee Meeting –  
Campbell County Technical Center – (to be determined)

### **Tuesday, March 1<sup>st</sup> –**

- 2:30 PM– Public Safety Committee –  
Board Level Multi-Use Room – (To be determined)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled
- \*6:00 PM - Cooperative Extension Dinner

Tuesday, March 15<sup>th</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday, April 5<sup>th</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (To be determined)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, none are currently scheduled

Tuesday, April 12<sup>th</sup> – 4 PM – Budget work session (Multi-Use Room)

Thursday, April 14<sup>th</sup> – 4 PM – Budget work session (Multi-Use Room) (if needed)

**Tuesday, May 3<sup>rd</sup> –**

2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (to be determined)

4 PM – Regular Administrative Business Meeting

5:30 PM– Public Hearings – none are currently scheduled

Tuesday, May 17<sup>th</sup> – 4 PM – Final Budget Presentation & Adoption

Tuesday, May 24<sup>th</sup> – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (to be determined)

**Tuesday, June 7<sup>th</sup> –**

2:30 PM– Public Safety Committee –

Board Level Multi-Use Room – (to be determined)

4 PM – Regular Administrative Business Meeting

5:30 PM– Public Hearings, none are currently scheduled